# **PERSON SPECIFICATION: CATERING ASSISTANT (CASUAL) BAND 3 POST REFERENCE: SR-103950**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| **Educational/vocational/ occupational qualifications and/or training** | Good general standard of education (F)  Willingness to train further (I)  Level 2 Food Safety (Basic Food Hygiene)(F) |  |
| **Work or other relevant experience** | Job related training (F) | Previous catering supervisory experience (F) |

**ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)**

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| **Skills, abilities, knowledge and competencies** | Demonstrate awareness of Health & Safety issues. (I)  Demonstrate basic numeracy and written skills. (F)  Ability to communicate clearly, verbally and in written form. (F,I)  Demonstrate knowledge and understanding of Safer Food Better Business Book (I) | Demonstrate knowledge and understanding of Safer Food Better Business Book (I) |

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| **General competencies** | Demonstrate good timekeeping and punctuality. (I)  Ability to work with others. as a team (I)  High Standards of personal hygiene(I)  Availability for work every day during period of contract – including cleaning days (F)  Flexibility as to work location(F)(I)  I.T Skills (F) | Full Driving Licence(F) |

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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.